



Arrival TLA

Aloha

**Welcome to the
Housing Services Office
Arrival TLA Briefing**

U.S. ARMY GARRISON, HAWAII

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Arrival TLA

Introduction

- **Purpose of TLA**
- **Documents required to process TLA**
- **TLA Approved Hotels**
- **Where to process your TLA**
- **Phone Numbers & Office Locations**



Arrival TLA

Purpose of TLA

The purpose of TLA is to partially reimburse an individual for the more than normal expenses incurred during occupancy of temporary lodgings. Individuals with command sponsored family members in the area of the Permanent Duty Station are entitled to payment of TLA.



Arrival TLA

Incoming TLA—NTE 60 days

- TLA ends the day adequate housing is available for occupancy.
- Incoming TLA is only authorized for up to 60 days and will be issued in 10 day increments upon arrival date (date signed into the installation on DA Form 31).
- Service member's who acquire dependents after arrival are not authorized TLA.
- SM's MUST stay in a TLA approved hotel to get reimbursed TLA. **Vacation rentals, Timeshares, MWR Recreational Cabins and Bed & Breakfast are NOT authorized.**
- **Finance requires an itemized receipt for each day for reimbursement (no online receipts i.e., Priceline, Orbitz, Hotels.com, etc).**



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All incoming Service members (SM) authorized Temporary Lodging Allowance (TLA):

- SM will report to their respective HSO within 5 days of signing into their local Command
- SM assigned to Fort Shafter, Tripler, Camp Smith, Hickam or Pearl Harbor will report to the Fort Shafter HSO
- SM assigned to Schofield Barracks, Wheeler Army Airfield or Helemano Military Reservation will report to the Schofield Barracks HSO



Arrival TLA

- SM's authorized TLA are required to sign a TLA brief sheet upon inprocessing.
- SM must bring in a completed Housing Search sheet every 10 days unless an on-post housing offer has been accepted, or a rental agreement or purchase agreement have been signed.
- **SM moving on post** – TLA will end the day on post housing is assigned (loaner furniture is available on post).
- **SM moving off post** – TLA will end the day household goods are delivered or the SM moves in without HHG.



Arrival TLA

Required Documents

- Service member's PCS orders and all amendments – family members must be listed on orders & be command sponsored to receive TLA.
- Leave Form (DA form 31) – Service member must be signed into installation prior to receiving TLA.
- SM & Family member's flight itineraries and boarding passes with name, stating arrival date & time.
- Command sponsorship orders if family members are not listed on original orders.



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Required Documents

(Continued)

- No TLA for SM or Family Members will be authorized if Service member is on leave status or Permissive TDY.

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**Take the documents listed to the
Housing Services Office (HSO),
Schofield Barracks, Bldg 950, 215
Duck Road**

or

**HSO, Fort Shafter, Bldg 1004, 111
7th Street, for processing TLA.**

**ALL Arrival TLA will be authorized
through the HSO office.**

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Arrival TLA

- **ALL Arrival TLA PAYMENTS** will be paid on Mid Month or End of Month Direct Deposits based on when it is processed by the Finance Office.

You MUST provide your own copies for Finance.

- **All Oahu North** TLA packets will be submitted to the Main Finance Office (building 689) by the Commissary.
- **All Oahu South** TLA packets will be submitted to the Finance Office at the Aloha Center.



Arrival TLA

- **TLA for Meals Only** can only be issued if a Service member is staying with friends or relatives. A memorandum from the individual providing lodging must include their name, address, phone number and signature. Memo must include name of SM and all family members, dates SM and family resided with individual, and state the SM is not using their kitchen facilities.
- **TLA for Meals Only** CANNOT be issued if SM is occupying their own on-post or off-post rental.



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Dual Military Service Members

- Dual military Service members arriving with their dual military spouse are authorized TLA.
- Dual military Service members, E-5 and below, arriving without their dual military spouse and without dependents are not authorized TLA. SM must reside in the barracks until their dual military spouse arrives.
- Dual military service members who arrive together, will both be issued a TLA statement. TLA will be issued at the single rate for each service member, unless one service member has command sponsored dependents listed on their orders.



Arrival TLA

Geographical Bachelors

- **Geographical bachelors in the grade of E-6 and above are authorized TLA.**
- **Geographical bachelors in the grades of E-5 and below will stay in the barracks up to 10 days. Requests for additional time require an Exception to Policy.**



Arrival TLA

Single Service Members

- **Single Service members in the grade of E-6 and above are authorized TLA.**
- **Single Service members in the grade of E-5 and below are not authorized TLA and must reside in the barracks unless authorized to move off post by the approval of the Garrison Commander.**
- **Service members who acquire dependents after arrival are not authorized TLA.**



Arrival TLA

HHG: Rentals, Home Purchase & On-Post Housing

- Service members securing an off-post rental and are awaiting delivery of household goods (HHG) are authorized to remain on TLA up to the day of delivery of HHG and must stay in lodging in order to receive TLA entitlements. SM's **MUST VACATE THE HOTEL BY CHECKOUT TIME ON DAY OF HHG's DELIVERY.**
- Service members purchasing a home, the closing date will determine when TLA ends if it is within 60 days of arrival but **NTE 60 days.** A SM whose initial 60 days has expired must make living arrangements at his/her own expense.
- Service members residing in on-post housing are authorized loaner furniture upon assignment and are **NOT** authorized to remain on TLA until HHG delivery.



Arrival TLA

TLA Approved Hotels

- SM's assigned to Oahu North requesting arrival TLA must check in with the designated transient lodging — the Inn @ Schofield — prior to making any lodging arrangements. If there is no availability, you will be issued a Statement of Non-Availability. There is no designated transient lodging facility for SM's assigned to Oahu South.
- A list of TLA approved hotels is available at the Housing Services Office (HSO).



Arrival TLA

TLA Approved Hotels (Continued)

- If you do not obtain a Statement of Non-Availability from the Inn @ Schofield, you will only be reimbursed up to the amount the Inn would charge.
- You may be exempt from the additional Transit Accommodations Tax room tax of up to 15% that the hotels charge by informing them that you are PCSing to Hawaii and are not in a visiting status. Finance as a rule will only reimburse the standard 4.71% General Excise Tax that the hotel charges.



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TLA Approved Hotels (Continued)

- SM's MUST stay in a TLA approved hotel to get reimbursed TLA.
- **Vacation rentals, Timeshares, MWR Recreational Cabins and Bed & Breakfast are NOT authorized.**
- Finance requires an itemized receipt for each day for reimbursement (NO ONLINE RECEIPTS i.e., Priceline, Expedia, Orbitz, Hotels.com, etc).
- Finance does NOT accept reservation confirmation or pre-payments receipts.



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TLA Approved Hotels (Continued)

- **SM's MUST vacate the hotel by checkout time on the day of their off-post HHG delivery or moving into their on-post house with loaner furniture or HHG delivery.**



Arrival TLA

Where do I go to process my TLA?

- Married and single Service members with command sponsored dependents will process TLA through their prospective Housing Services Office.
- Service members assigned to Schofield Barracks, Wheeler Army Airfield or Helemano Military Reservation will process TLA with HSO North.
- Service members assigned to Tripler Army Medical Center, Camp Smith, Fort Shafter, Pearl Harbor or Hickam Air Force Base will process TLA with HSO South.



Arrival TLA



Where do I go to process my TLA? Continued)

- **Married and single Service members that have their non-command sponsored dependents with them will receive TLA at the single rate until the command sponsorship is approved.**



Arrival TLA



Required documents to process TLA by Finance:

- Housing Memorandum (Arrival TLA authorization memo)
- Statement of Non-Availability (if assigned to Oahu North) and not staying at Schofield Inn.
- Itemized Hotel receipt with a zero balance paid in full
- PCS Orders (with any amendments, if applicable)
- Leave Form (DA 31) with date and time signed in off leave
- Flight Itinerary for SM (including family members flight itinerary, if applicable, and they are listed on orders and Command Sponsored)

TLA WILL NOT BE PAID FOR ANY DAY A SM IS ON LEAVE.



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You MUST provide your own copies for Finance.

Submission to Finance, Schofield Barracks:

- In person to Bldg 689 (next to the Commissary)
 - Hours: Mon, Tues, Wed, Fri, 0900 - 1600
- Closed Thursdays**

Submission to Finance, Fort Shafter:

Finance Office at the Aloha Center

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Important Phone Numbers & Office Locations

- **HSO North: 808-655-3075 / 3076 / 3080**
- **Island Palm Communities North: 808-275-3700**

Bldg. 950, 215 Duck Road, Schofield Barracks

(off Lyman Road)

- **HSO South: 808-438-6198 / 0149**
- **Island Palm Communities South: 808-275-3800**

Bldg. 1004, 111 7th Street, Fort Shafter

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RENTAL / SALES DATABASE

- www.ahrn.com
- Accessible 24/7
- Current rentals, sales and roommate listings
- Focused search capability
- Simple layout
- View photos
- Detailed descriptions of the properties



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HSO SERVICES

- In-depth briefings for new arrivals
- Overview of communities
- Review rental agreement and terms
- Advise on condition (check-in) report
- Conduct in/out inspections upon request
- Assist in landlord/tenant disputes
- Advise on rental clauses
- POC for discrimination complaints
- Maps
- Volunteer Realtor Program



AVERAGE RENTAL PRICE OAHU

- **3 BEDROOM SINGLE FAMILY HOME**
\$ 2,500
- **2 BEDROOM CONDO/TOWNHOUSE**
\$ 1,800
- **3 BEDROOM CONDO/TOWNHOUSE**
\$ 2,100
- **DEPOSIT ALSO REQUIRED UP-FRONT**





AVERAGE SALES PRICE OAHU

2 BEDROOM CONDO - \$ 300,000

ASSOCIATION MAINTENANCE FEES

are an additional \$200 and up per month

3 BEDROOM HOME - \$ 545,000

20% DOWN = \$109,000



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2013 BAH

BASIC ALLOWANCE FOR HOUSING - OFFICERS

BAH (W/DEPS)

- W1 \$2667
- W2 \$2913
- W3 \$3141
- W4 \$3300
- W5 \$3486
- O1E \$2874
- O2E \$3108
- O3E \$3327
- O1 \$2301
- O2 \$2655
- O3 \$3132
- O4 \$3558
- O5 \$3858
- O6 \$3897
- O7/8/9/10 \$3933

BAH (W/O DEPS)

- | | |
|-----------|--------|
| W1 | \$2142 |
| W2 | \$2334 |
| W3 | \$2475 |
| W4 | \$2706 |
| W5 | \$2880 |
| O1E | \$2256 |
| O2E | \$2436 |
| O3E | \$2664 |
| O1 | \$2088 |
| O2 | \$2229 |
| O3 | \$2517 |
| O4 | \$2856 |
| O5 | \$2964 |
| O6 | \$3141 |
| O7/8/9/10 | \$3204 |



2013 BAH

BASIC ALLOWANCE FOR HOUSING -ENLISTED

BAH (W/DEPS)

E-1	\$2172
E-2	\$2172
E-3	\$2172
E-4	\$2172
E-5	\$2256
E-6	\$2664
E-7	\$2835
E-8	\$3021
E-9	\$3255

BAH (W/O DEPS)

E-1	\$1680
E-2	\$1680
E-3	\$1680
E-4	\$1680
E-5	\$1953
E-6	\$2100
E-7	\$2178
E-8	\$2337
E-9	\$2463



Arrival TLA



- Joint Federal Travel Regulation: Chapter 9, Part C, TLA
1 December 2011
- Army Regulation 420-1, Army Facilities Management
28 March 2009
- Policy Memorandum, USAG-HI-29, Temporary Lodging Allowance (TLA)
13 May 2013



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Mahalo

and

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